Focus:	Division of Personnel	State of Alaska
	DIR	Department of Administration
		Division of Personnel
		Policies and Procedures
Topic:	[insert topic name]	Effective Date: WORKING DRAFT
	[insert subject #, type]	
		Supercedes: [insert old p&p title]
Authority: [insert authority]		
Link(a): [inpart linka]		
Link(s): [insert links]		

**POLICY:** 

**DEFINITIONS:** 

## DRAFT